US ARMY FINANCIAL MANAGEMENT COMMAND

GFEBS Fund the Force (FTF) Analyst Payment Preparation, Certification and Reports

Action, Conditions and Standard

- **ACTION:** log into the General Fund Enterprise Business System (GFEBS) and effectively execute the functions and responsibilities of a Fund the Force (FTF) Analyst and Certifier

- **CONDITIONS:** given access to the USAFMCOM GFEBS Training Environment, Army Knowledge Online (AKO) website and relevant Accounts Payable documentation and input

- **STANDARD:** access the appropriate GFEBS module to prepare a payment proposal, Certify all viable payments within such proposal and submit the data to Disbursing for payment to the applicable vendor while adhering to system procedures and maintaining Separation of Duties (SOD)

References

❖ Department of Defense Financial Management Regulation (DoDFMR), Volume 10 *(Contract Payment Policy and Procedures)*
http://comptroller.defense.gov/fmr/

❖ Department of Defense Guide for Miscellaneous Payments
http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous_pay.html

❖ DFAS-IN Manual 37-100-FY, The Army Management Structure
http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200

❖ Defense Federal Acquisition Regulation (DFAR)
http://www.Acq.osd.mil/dp/dfars.html

❖ Code of Federal Regulations Title 5, Part 1315 (Prompt Payment Act) 5CFR 1315 (PPA)
http://www.Acq.osd.mil/dp/dfars.html

❖ DFAS-IN 37-1 Regulation
http://www.asafm.army.mil/offices/BU/Dfas371.aspx?OfficeCode=1200

References (Cont'd)

❖ GFEBS Training Performance Support Website (PSW)
https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm

- ➢ L101E   GFEBS Overview
- ➢ L201E   Integrated Process Overview
- ➢ L210E   Financials Process Overview
- ➢ L250E   Acquisition process Overview
- ➢ L251E   Accounts Payable Process overview
- ➢ L303E   GFEBS Navigation and Reports
- ➢ L410E   Introduction to Financials
- ➢ L413E   Financial Reporting
- ➢ L416   Cash balancing
- ➢ L451E   Material and Vendor Master Data Maintenance
- ➢ L454   Goods Receipt Processing
- ➢ L455   Invoice Processing
- ➢ L457E   Purchase card

❖ Theater Financial Management Support Center (TFMSC) milWiki Portal
https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3A13th_Financial_Management_Center

Agenda

- **FTF Analyst and Certifier GFEBS Roles and responsibilities**
  - **1st FTF Analyst responsibilities (Payment preparation)**
    - **Payment Proposal preparation**
      - **F110**- Automatic Payment Transactions (Payment Proposal preparation)
      - **Changing the Status of a Payment Proposal**
        - **F110**- Automatic Payment Transactions (Updating Statuses)
  - **2nd FTF Analyst responsibilities (Payment Certification)**
    - **Payment Proposal Certification**
      - **F110**- Automatic Payment Transactions (Payment Certification)
- **GFEBS-DDS Interface process**
- **Check on Learning**
- **FTF Analyst Reports**
  - **ZPMT_WAREHOUSE -** Payment Warehouse Report (Unpaid Items)
    - Exporting the report to Microsoft Excel

Agenda

- **FMFG_E_ZFZALI00 –** Federal Payment Settlement List (Paid Items)
- **FMRC –** Penalty Reason Report
- **Additional GFEBS Reports Options and Tips**
  - Generating Reports in the "Background"
  - Changing a Report "Layout"
  - Report shortcuts and keys
- **Check on Learning**
- **Useful Links**
- **Questions?**

Fund the Force Analyst GFEBS Roles and Responsibilities

GFEBS Roles

Within a functional area, such as Fund the Force (FTF), users may have multiple GFEBS Roles. The type and number of roles assigned to a user depend not only on the kind of job performed, but also on the organization in which the job takes place.

Each role is granted a set of authorizations to perform the transactions required for the role. The authorizations are called transaction codes (T-codes).

GFEBS Roles are assigned in order to maintain auditability and to enforce Separation of Duties (SOD). Example: One person should not have the ability to

Deployed FTF Roles

FTF Senior Analyst (FMSU):
- Debt Interface Monitor
- BI (Business Intelligence) Reporter
- Command Budget Reporter
- Payment Interface Processing Monitor
- Bank Account Number Display
- Vendor Master Data Display
- Site Invoice Interface Processing Monitor
- Financial Reviewer

Note: Specific Deployed GFEBS Roles are determined by the incumbent Theater Financial Management Support Center (TFMSC)

Deployed FTF Roles (Cont'd)

FTF Senior Analyst (FMSD):

➢ Payment Processor

➢ Payment Certifier

➢ Bank Account Number Display Master Data Display

➢ Site Invoice Interface Processing Monitor Reviewer

➢ Debt Interface Monitor

➢ *Payment Interface Processing Monitor (Kuwait Only)*

Note: Specific Deployed GFEBS Roles are determined by the incumbent Theater Financial Management Support Center (TFMSC)

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FTF Analyst (FMSD):

➢ Payment Processor

➢ Payment Certifier

➢ Release Blocked Invoice Processor Reviewer

➢ *Payment Interface Processing Monitor (Kuwait only)*

Note: Specific Deployed GFEBS Roles are determined by the incumbent Theater Financial Management Support Center (TFMSC)

1st FTF Analyst responsibilities (Payment preparation)

1st FTF Analyst functions

The 1st FTF Analyst is responsible for the consolidation of all available viable payment data in GFEBS prior to the certification of payments and ultimately, payment to a vendor. They are responsible for ensuring vendors due payments in accordance with the Prompt Payment Act (PPA), the applicable Financial Management regulations and local policy are included in the daily GFEBS "Payment Proposal" file.

The actions of the 1st FTF Analyst will ensure the 2nd FTF Analyst (also known as the "Certifier") has access to the due payments contained in the proposal.

Note: for the purposes of understanding that a single user cannot Create and Certify a Payment Proposal, the user creating the Proposal will be referred to as the "1st FTT Analyst" and the user Certifying the Proposal will be referred to as the "2nd FTF Analyst".

Payment Proposal preparation

Once all the required and applicable data is processed into GFEBS, the FTF Analyst will determine which individual contracts are ready for payment either manually or with the assistance of GFEBS (reports ran by the FTF Chief and Senior Analyst). The FTF Analyst will identify the applicable payment packets and will access GFEBS in order to initiate the Payment Proposal procedures in preparation for Payment Certification performed by the 2nd FTF Analyst (Certifier).

Example GFEBS Payment Processor T-Codes:

1ˢᵗ FTF ANALYST
F110- (Automatic Payment Transactions) (Payment Proposal preparation)
FBZ0- (Payment Proposal)

Payment Proposal preparation

Payment Proposal preparation

The primary objective of the "Payment Proposal" is to provide the FTF Team with a reliable and efficient means of consolidating and processing only the payments that are available for disbursement.

Creating the "Payment Proposal" (GFEBS Payment Processor Role) and "Certifying the Payment Proposal" (GFEBS Payment Certifier Role) are two different tasks that must be accomplished by two separate deployed FTF members (Analysts). One FTF Analyst may be granted both the aforementioned roles but will not be able to execute both due to system constraints.

How many times the Payment Proposal process is run is dependent on the type of document being proposed for payment. It is recommended the process is ran individually for each of these types of transactions:

Payment Proposal Role-based capabilities

Only the 1st FTF Analyst will have the ability to initiate a Payment Proposal in GFEBS:

> ~~**Chief of FTF (FMSU)**~~
> ~~**Senior FTF Analyst (FMSU)**~~
> **Senior FTF Analyst (FMSD)**
> **FTF Analyst (FMSD)**
> ~~**FTF Technician (FMSD)**~~
> ~~**FTF Clerk (FMSD)**~~

Payment Proposal

The Payment Proposal is summarized by vendors. Each vendor has up to two lines, one for the items that are blocked and the other for the amount that will be paid out. The line with the blocked items is noted by a **Red** icon   . A **Red** icon represents the open items per vendor which the Payment Program did not propose for payment, called "exceptions." There are several reasons why this could be the case (e.g. a vendor or invoice is blocked). A **Green** icon   represents the open items which the Payment Program did propose for payment. You cannot change the payment data for vendors with the **Red** icons, only with the **Green** icon.

Payment Proposal (Cont'd)

It is possible to make changes when editing the Payment Proposal. You can make changes to the payment (e.g. due date) and the items paid (e.g. payment block indicator). All changes you make here affect only the Payment Proposal. **Outgoing Payment** is the total proposed payment amount to be paid out. The number under the "Payment" column is the payment document number created after the payment proposal has been carried.

NOTE: The Payment Certifier designates whether payments are blocked or not; not the Payment Processor (the FTF Analyst in theater may have both GFEBS roles). This will be discussed in the Payment Certification portion

F110- Payment Proposal preparation

NOTE: If a second "Payment Run" is needed based on circumstances or type of payment, the next number in the series must be utilized (i.e., EFT02).

SAP Easy Access - User menu for (

Menu | F110 | Log off | System

Enter

Automatic Payment Transactions: Status

Menu | | Back | Exit | Cancel | System | Status

Run Date **01/22/2013** — 1 → Enter the date of the process (today)
Note: *(placing a past date will display a prior payment run)*

Identification **EFT01** — 2

This number will depend on the location the user is deploying to (see the footnote)

Status | Parameter | Free selection | Ad

Status

⬤ No parameters yet

3

Click on the "Parameter" Tab

Run Date | 01/22/2013
Identification | EFT01

Currently each deployed FTF site has its own series of Payment Proposal Identification numbers:

- Kuwait- **DDU01**
- Bagram- **DDM01**
- Kandahar- **DDA01**
- Saudi Arabia- **DDS01**

Status | Parameter | Free selection | Additional Log

Posting Date | 01/22/2013 | Docs entered up to | 01/22/201
Customer items due by |

Payments control

Company codes | | Pmt meths | Next p/date

F110- Payment Proposal preparation (Cont'd)

Select the Payment Method you'd like to utilize for this run (dependent on the payments that are ready to be paid). **NOTE**: *it is recommend that separate runs are conducted for EFT and for Check payments (If known, the code may be entered directly).*

Enter the desired "Posting date" (usually the next business date or beyond).
NOTE: *this date will allow GFEBS to gather all files with Payment Due Dates within today's date and the date*

Status

Posting Date

Payments control

Company codes	Pmt mths	Next p/date
ARMY	**T**	**02/23/2013**

5

9

4

Acc
Ve
Cu

Fore
Exchange rate type

Enter "ARMY" as the Company Code

Pymt mthd selection   ☒

Selected pymt mthds

Ty.	Name
T	Bank transfer (ACH CTX)

Remain. pyt mthds

Ty.	Name
0	SF1080 Collections File
1	SF1080 Payments File
A	DA1857 Hard Copy
C	Check
D	Bank transfer (ACH CCD)
I	US Fed IPAC Collections F
L	LDA Voucher Payments
O	US Fed IPAC Payments Fi
P	Bank transfer (ACH PPD)
T	Bank transfer (ACH CTX)

Click the "Left arrow" to capture the method

7

Single-Click on the selected "Payment Method"

6

Click "Continue"

8

21

F110- Payment Proposal preparation (Cont'd)

Click the "Additional Log" Tab

13

List the vendors this payment run will contain

11

Option 1- The user may enter a single Vendor and move on (the run will contain only one payment).

Option 2- The user may enter the data below and will pull up every due vendor (9 "Z"s)

Vendor **1** to **ZZZZZZZZZ**

Status | Parameter | Free selection | Additional Log

Multiple Selection for Vendor

Select Single Values | Select Ranges

...	Single value
	3FMB1
	1DDP2

Click the "Copy" button

12

Accounts

Vendor _____ to _____

Customer _____ to _____

Option 3- Click to enter Multiple Vendors

10

Foreign currencies

Exchange rate type

This field should be used anytime when paying in foreign currency or the command rate.

F110- Payment Proposal preparation (Cont'd)

Status

15 Click the "Status" Tab

ional Log

Required logging type

☑ Due date check

☑ Payment method

☐ Pmnt method sel

☑ Line items of the

Exit editing ⊠

Save data?

❷

Yes

16 Click "Yes"

The level of detail available concerning the errors in the Payment Proposal log is based on what the **Payment Processor** selects in this tab. Select the three below.

- **Due Date Check:** Select to capture open invoices that are due soon or past due.
- **Payment Method selection in all cases:** Select to capture open invoices with any payment method.
- **Line items of the payment documents:** Select to capture line for invoices

| Run Date | 01/24/2013 |
| Identification | EFT01 |

Status   Parameter   Free selection   Additiona

Status

🟩 Parameters have been entered

The first entry in the "Status Tab" should read the following

ℹ Details have been saved for the run on 01/24/13 EFT01

23

F110- Payment Proposal preparation (Cont'd)

Automatic Payment Transactions: Status

Menu | ◄| | | Back | Exit | Cancel | System | | Status | Proposal |

17 — Click "Proposal" to schedule it

Run Date: 01/24/2
Identification: EFT01

| Status | Parameter | Free s |

Schedule Proposal ☒

Start date: 01/23/2013 ☐ ☑ Start immediately — **18** — Check to start proposal immediately

Start time: 00:00:00
Target computer:

☐ Create

Status
■ Parameters have been entered

Click the check mark

19

(Schedule)

The second "Status Tab" entry should read the following:
⚠ Proposal is ready to be started

Automatic Payment Transactions: Status

Menu | ◄| | | Back | Exit | Cancel | System | | Status | Ceft |

Run Date: 01/24/2013
Identification: EFT01

| Status | Parameter | Free selection | Additional Log |

Status
■ Parameters have been entered
⚠ Proposal is ready to be started

ℹ Proposal run has been scheduled

F110- Payment Proposal preparation (Cont'd)

Automatic Payment Transactions: Status

Menu | Back | Exit | Cancel | System | | Status | Ceft

Enter

20 — Press Enter

The second "Status Tab" entry should now read the following:
- Payment proposal has been created

... created

Transactions: Status

Back

Click the "CEFT" button (this step will only be taken when the proposed payment is an EFT)

21 — Ceft

Ru...
Ide...

...2013

Status...
Identificatio... EFT01

Status

Status | Parameter | Free se...

Status
- Parameters have been entered
- Payment proposal has been cre...

For Training only- Close the window

22 — ⊠

*** CEFT Vendor Interface Summary ***

SeqNo	Message Text
1	Error - ECC/XI/CEFT Connection Failed
2	>>> Error: vendor 3FMB1 update attempt failed
3	Error - ECC/XI/CEFT Conne...
4	>>> Error: vendor 3FMB1 u...
5	SUMMARY OF VERIFICATION:
6	2 vendors sent to CEFT
7	0 vendors received from...
8	2 vendors needed NO upd...
9	0 vendors needed update...
10	0 vendors successfully...
11	2 vendors w/data issues update...
12	0 vendors failed update attempt

In the production environment, these should not have any errors. But if there are, take the proper steps by researching the issue and updating the applicable Master Data Record documents.

25

# Changing the Status of a Payment Proposal

Changing a Pmt. Proposal status

The following procedures outline how a Payment Proposal and Payment Run can be backed out to a desired status for editing or completely deleted for a predetermined reason.

It is the mission of the FTF Team to ensure only viable payments are forwarded to Disbursing for execution. With this function, the FTF Analyst will have the ability to "Edit" the proposal in order to bring it to acceptable levels prior to submitting the payment data to Disbursing.

The user must remember that the process of backing out the Payment Proposal is based in the manner in which it was conducted. The levels of completion (Status Tab) must be backed out (deleted) in the reverse order in which they were
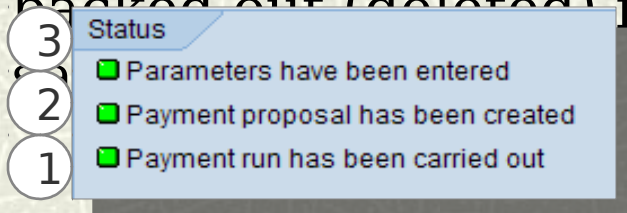
Note: if the Payment Run which been executed and Clearing Numbers have been assigned to the transactions, the Proposal and Run cannot be deleted. The user must reverse the Clearing Documents. This is covered in a different

③ Status
  ■ Parameters have been entered
② ■ Payment proposal has been created
① ■ Payment run has been carried out

F110- Changing a Pmt. Proposal status

SAP Easy Access - User menu for (

Menu ◄ | F110 | | Log off | System ◄

[Enter ←]

2 → Press "Enter"

Automatic Payment Transactions: Status

Menu ◄ | | Back | Exit | Cancel | System ◄ | Status

Enter the Run Date and Identification of the Run needing editing

Run Date 02/14/2013

1

Identification EFT01

| Status | Parameter | Free selection |

Status

🔴 No parameters entered as yet

Run Date 02/14/2013 ▢

Identification EFT01

| Status | Parameter | Free selection | Additional Log |

Status

🟢 Parameters have been entered

🟢 Payment proposal has been created

🟢 Payment run has been carried out

F110- Changing a Pmt. Proposal status (Cont'd)

Deleting the "Payment Run has been carried out" Status

Automatic Payment Transaction Status

Menu   Payment Run   Edit   Goto   Environment   System   Help

Using ...
SAP GUI for HTML

Parameters
Proposal
Payment
Cancel   F12

Schedule Payments...
Schedule Print...   F6
Display
Payment list...   Ctrl+F3
Exception list...   Ctrl+F4
Display log   Shift+F8
Delete Output
Termination of posting
Check in SAP GTS
After Termination

Click "Menu" — 3

Select "Edit" — 4

Select "Payment" — 5

Select "Delete Output" — 6

Status
🟩 Parameters have been entered
🟩 Payment proposal has been created
🟩 Payment run has been carried out

The "Payment run has been carried out" message is removed

Delete payment data
After deleting the payment data;
it is no longer possible to create ;
payment media for the payment run.

Do you still want to continue
with the pmnt data deletion?

Click "yes" — 7   Yes   No   ✖ Cancel

F110- Changing a Pmt. Proposal status (Cont'd)

Deleting the "Payment Proposal has been created" Status

Automatic Payment Transactions

1 — Click "Menu"

Status | Payment Run | Proposal

Menu
Payment Run
Edit
Goto
Environment
System
Help

Using ...
SAP GUI fo...

Parameters
Proposal
Payment
Cancel   F12

Schedule Proposal...
Display Proposal   Shift+F9
Edit   Shift+F4
Delete
Proposal List...   Ctrl+F1
Exception List...   Ctrl+F2
Display Log   Shift+F7
Debit Balance Check

2 — Select "Edit"

3 — Select "Proposal"

4 — Select "Delete"

Status

- Parameters have been entered
- Payment proposal has been created

The "Payment Proposal has been created" message is removed

Delete proposal
Should the proposal be deleted ?

Click "yes"

5 — Yes | No | Cancel

F110- Changing a Pmt. Proposal status (Cont'd)

Deleting the "Parameters have been entered" Status

Automatic Payment Transactions: Status

Menu

1

Click "Menu"

Status | Proposal | Payment Run

Payment Run
Edit
Goto
Environment
System
Help

Using ...
SAP GUI for ... ons

Parameters | Maintain parameters | F5
Proposal | Delete |
Payment
Cancel | F12

Select "Delete"

4

2

Select "Edit"

3

Select "Parameters"

Delete parameters

Should the parameters be deleted ?

Status

Parameters have been entered

Click "yes"

5

Yes | No | Cancel

The "Parameters have been entered" message is replaced with the "No parameters entered as yet" message

No parameters entered as yet

Note: *the user may reutilize the same "Run Date" and "Identification" if a new Run is create for this date.*

2nd FTF Analyst responsibilities
(Payment Certification)

2ⁿᵈ FTF Analyst (Certifier) functions

The Certifier is responsible for the in-depth review of all data processed in GFEBS prior to executing a payment to a vendor. They are responsible for ensuring all steps of the payment preparation process were taken in accordance with the applicable Accounts Payable regulations and local directives prior to payment Certification. This includes but is not limited to ensuring that Purchase Requests, Purchase Orders, Invoices, Receipts and Vendor Master Data were properly posted to GFEBS in accordance with the original documentation.

*"Certifying Officers are automatically pecuniarily liable if there is a fiscal irregularity. This is known as the "**presumption of negligence**" (28 U.S.C. 2512 and 31 U.S.C. 3527). A fiscal irregularity is either a physical loss of cash, vouchers, negotiable instruments, or supporting documents; or an **erroneous (i.e., illegal, improper, or incorrect) payment**."*

DoDFMR, Volume 5, Chapter 33, para 330903

Payment Proposal Certification

Once the "Payment Proposal" is completed by the 1st FTF Analyst, the Certifier or "2nd FTF Analyst", will access the same data to ensure all payments contained in the file are in fact due and that they were prepared in accordance to the applicable regulations and local directives.

This is the last step of the FTF payment process prior to forwarding the payment to Disbursing for payment to the vendor.

Example GFEBS Payment Certifier T-Codes:

2nd FTF ANALYST (CERTIFIER)
F110- (Automatic Payment Transactions) (Payment Proposal Certification)
FBZ0- (Payment Proposal)

Payment Certification Role-based capabilities

Only the 2nd FTF Analyst will have the ability to Certify a Payment Proposal in GFEBS:

> ~~Chief of FTF (FMSU)~~
> ~~Senior FTF Analyst (FMSU)~~
> **Senior FTF Analyst (FMSD)**
> **FTF Analyst (FMSD)**
> ~~FTF Technician (FMSD)~~
> ~~FTF Clerk (FMSD)~~

Payment Proposal Certification

F110- Payment Certification

Enter the desired Payment Proposal information if not displayed and press enter

1

Run Date   01/25/2013

Identification   EFT01

Click the 1st Proposal Button

2 Proposal Proposal Proposal

1st Proposal Button: Edit the Payment Proposal to block/unblock an invoice from/for payment

2nd Proposal Button: Display the Payment Proposal to certify the payment proposal

3rd Proposal Button: Display the Proposal log to verify the log and identify any "system" errors

Status | Parameter | Free selection

Status

🟩 Parameters have been entered

🟩 Payment proposal has been created

Accounting clerk

Always select "All Accounting Clerks"

3 ⦿ All accounting clerks

○ Selected accounting clerk

Click "Continue"

4 ✓ ✗

F110- Payment Certification (Cont'd)

Click **"Choose"** to view the line details

Single-Click on the line you wish to Edit

If the FTF Analyst determines the payment should not be made, he would Block the invoice from payment and have the Clerk or Technician process the proper corrections in the system to make the payment viable. If a payment has a "Red" icon, changes have to be made

F110- Payment Certification (Cont'd)

Editing the Payment Proposal – Payment Block

Click "Back" to return to the payment proposal

10

Click the "Change" button to block a payment (only done if the payment is not viable)

7

Verify all data is correct (may scroll right to view all the proposed payment details). Single-Click on the item you wish to block

8

The user has the option to "Block" the invoice from payment if the payment data is not viable (option "B" is the preferred method). **Note**: when blocking a payment in the proposal, it blocks it for only this payment run and not for all future runs.
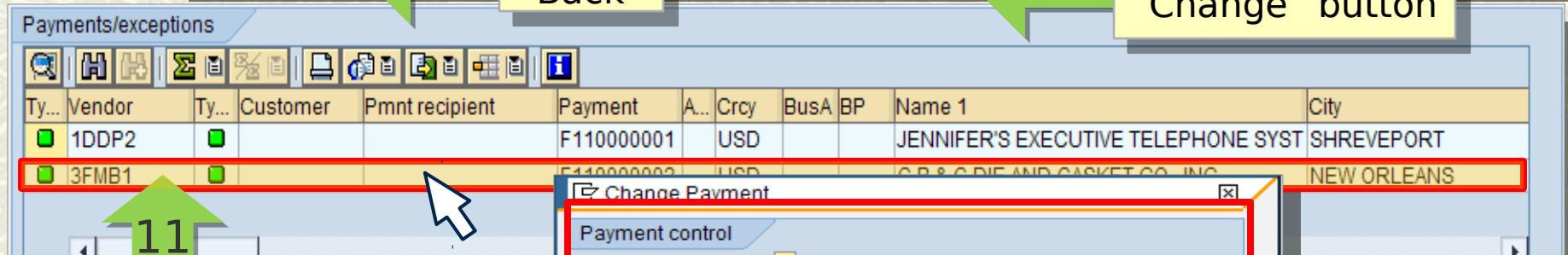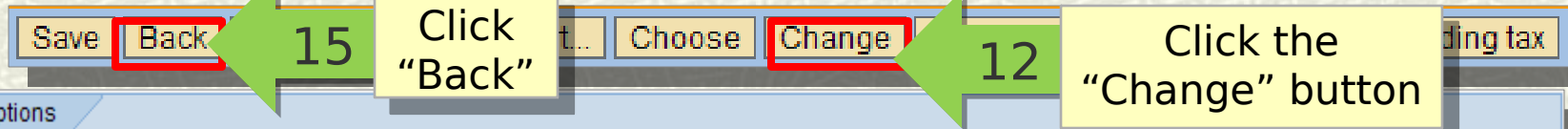
Click "Continue"

9

F110- Payment Certification (Cont'd)

e Payment Proposal – Changing the Payment method and/or Payment Due Date

| Save | Back | | | | Choose | Change | | | ding tax |

15 Click "Back"

12 Click the "Change" button

Payments/exceptions

Ty...	Vendor	Ty...	Customer	Pmnt recipient	Payment	A...	Crcy	BusA	BP	Name 1	City
🟩	1DDP2	🟩			F110000001		USD			JENNIFER'S EXECUTIVE TELEPHONE SYST	SHREVEPORT
🟩	3FMB1	🟩			F110000002		USD			C R & G DIE AND GASKET CO., INC.	NEW ORLEANS

11

Single-Click on the line you wish to ~~Edit~~ Edit

The user has the option to change the Payment Method and Payment Due Date (correcting the "House Bank" is not recommended). The user may also "verify" EFT bank data in this screen.

Change Payment ☒

Payment control

Payment method	T
Pmt meth.supl.	00
House Bank	TREA
Instruction key	
Due Date	01/2

Payee

Name	JENN
City	SHRE
Country	US

Bank details

Bank country	AF
Bank number	AFIB
Bank Acct. No.	5263
IBAN	

Payme

Outgoing

Incoming

13

Exit editing ☒

Save data?

❓

| Yes | No | ✖ Cancel |

16

If changes were made, click "Yes" to save

Click "Continue" when finished editing

14 ✅ ✖

F110- Payment Certification (Cont'd)

Automatic Payment T

Menu

Click "Payment Run" to schedule the run

17

Payment Run | Proposal | Proposal | Proposal

Only If the proposal was edited, a third "Status Tab" entry should now read the following:

Payment proposal has been edited

Payment proposal has been edited

Status

☐ Parameters have been entered

☐ Payment proposal has been created

☐ Payment proposal has been edited

Schedule Payment   ☒

Start date   01/25/2013 ☐ ✓ Start immediately

Start time   00:00

Target computer   18

Ensure the "Start Date" is today and that you check the "Start Immediately" block

✓

19

Click "Continue"

Status

☐ Parameters have been entered

☐ Payment proposal has been created

☐ Payment proposal has been edited
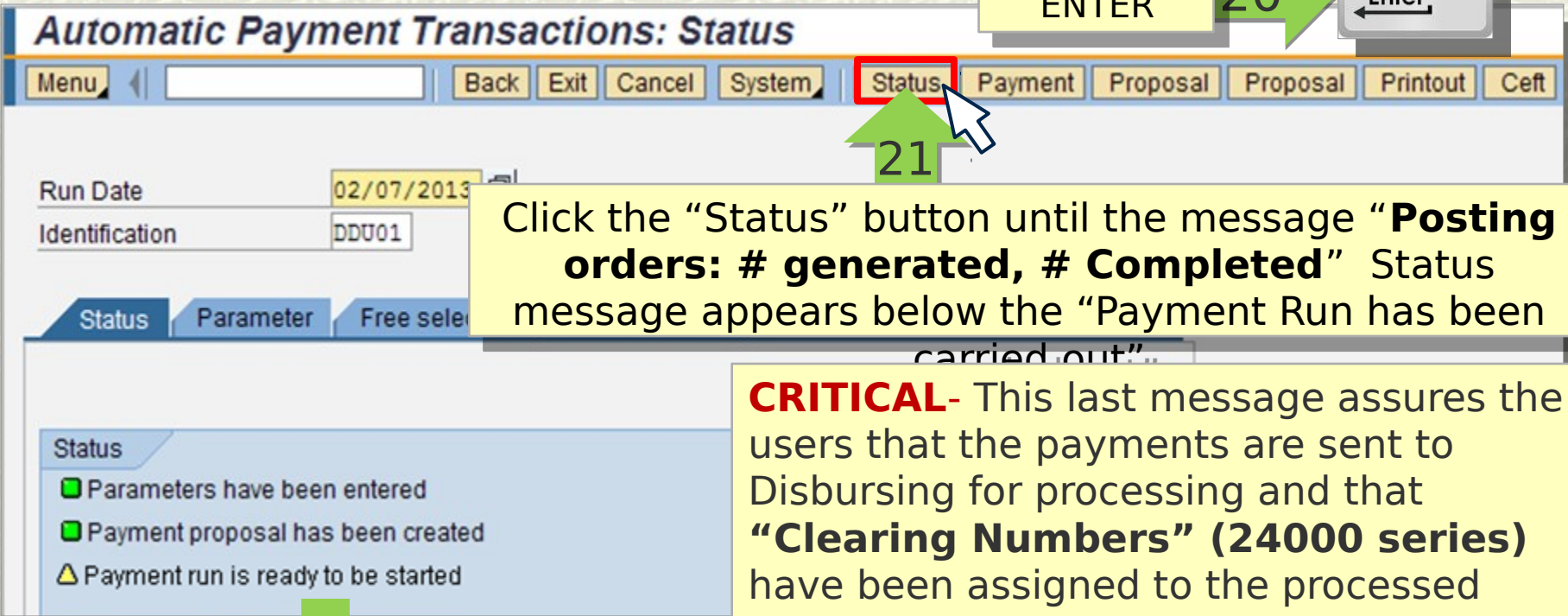
⚠ Payment run is ready to be started

A fourth "Status Tab" entry should now read the following:
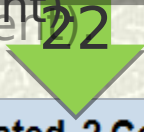⚠ Payment run is ready to be started

F110- Payment Certification (Cont'd)

Press "ENTER"

20

Enter

Automatic Payment Transactions: Status

Menu | | | | Back | Exit | Cancel | System | Status | Payment | Proposal | Proposal | Printout | Ceft

21

Run Date 02/07/2013
Identification DDU01

Click the "Status" button until the message "**Posting orders: # generated, # Completed**" Status message appears below the "Payment Run has been carried out".

Status | Parameter | Free sele

CRITICAL- This last message assures the users that the payments are sent to Disbursing for processing and that **"Clearing Numbers" (24000 series)** have been assigned to the processed payments. These numbers preclude the document from being on a subsequent Run (double-payment).

Status

☐ Parameters have been entered
☐ Payment proposal has been created
⚠ Payment run is ready to be started

The next "Status Tab" should now read:

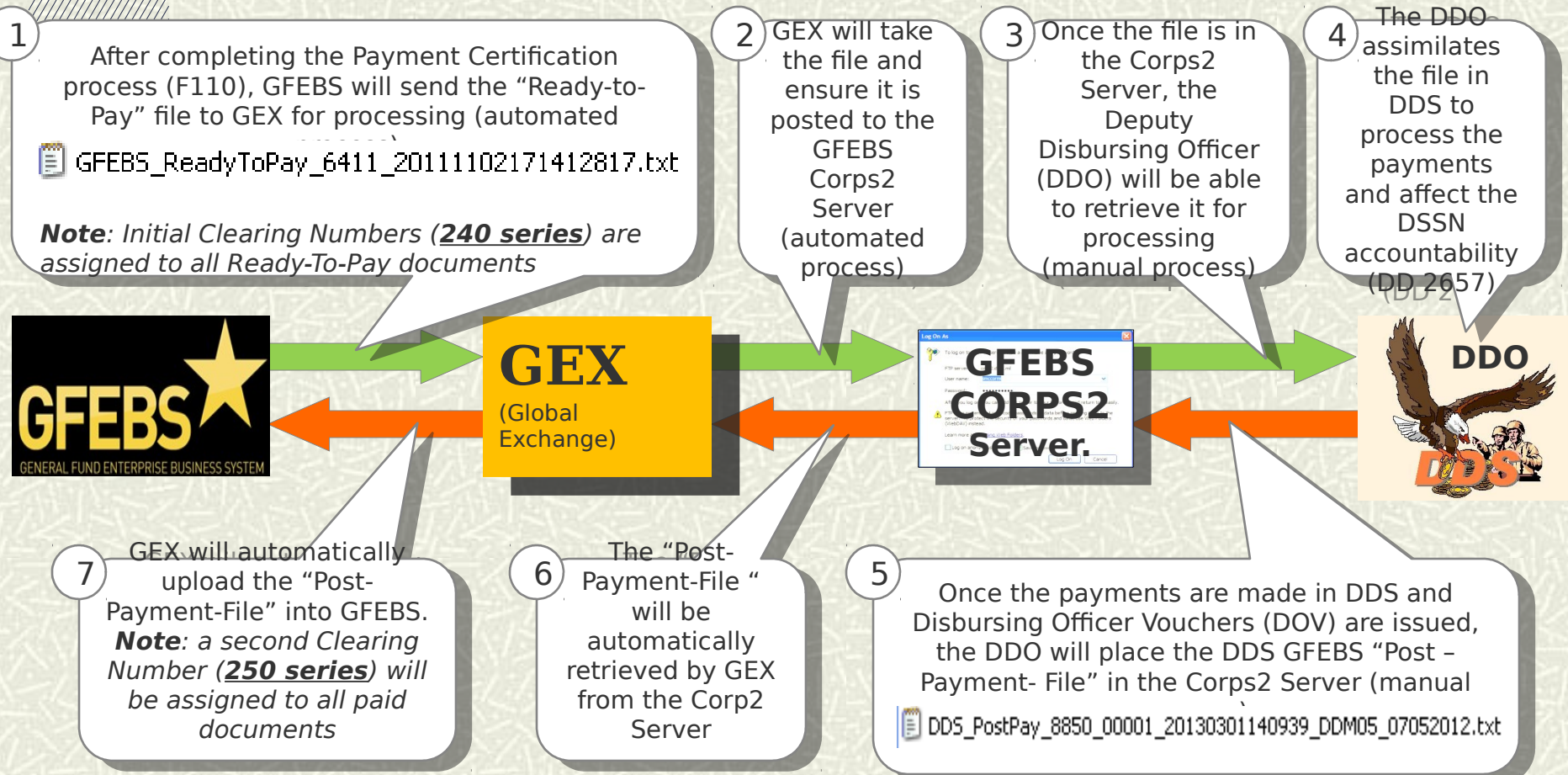Payment run has been carried out

☐ Payment run has been carried out

22

☐ Posting orders: 2 generated, 2 Completed

GFEBS Payment Interface with the Deployable Disbursing System (DDS)
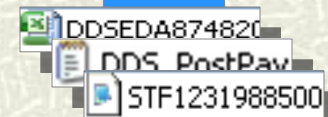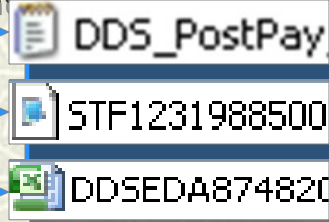
GFEBS-DDS Interface process

1 After completing the Payment Certification process (F110), GFEBS will send the "Ready-to-Pay" file to GEX for processing (automated process)

`GFEBS_ReadyToPay_6411_20111102171412817.txt`

Note: *Initial Clearing Numbers (**240 series**) are assigned to all Ready-To-Pay documents*

2 GEX will take the file and ensure it is posted to the GFEBS Corps2 Server (automated process)

3 Once the file is in the Corps2 Server, the Deputy Disbursing Officer (DDO) will be able to retrieve it for processing (manual process)

4 The DDO assimilates the file in DDS to process the payments and affect the DSSN accountability (DD 2657)

GFEBS

GEX
(Global Exchange)

GFEBS CORPS2 Server.

DDO

7 GEX will automatically upload the "Post-Payment-File" into GFEBS.
Note: *a second Clearing Number (**250 series**) will be assigned to all paid documents*

6 The "Post-Payment-File " will be automatically retrieved by GEX from the Corp2 Server

5 Once the payments are made in DDS and Disbursing Officer Vouchers (DOV) are issued, the DDO will place the DDS GFEBS "Post – Payment- File" in the Corps2 Server (manual

`DDS_PostPay_8850_00001_20130301140939_DDM05_07052012.txt`

Pre-Payment procedures (in-transit to Disbursing)
Post-Payment procedures (in-transit from Disbursing)

DDS-GFEBS reporting process

When the DDO Closes the business day, three files may have to be produced and sent to DFAS Accounting for processing/reporting purposes:
- **DDS Post-Payment-File:** Contains GFEBS document payment data (DOV, EFT Tracer, etc.)
- **DDS "STANFINS File":** Only contains Legacy transactions (includes TFOs intended for GFEBS)
- **DDS "ODS File":** All transactions for this business day (STANFINS and GFEBS)

1

2 Accounting will reconcile the transactions in the DDS "ODS", "STANFINS "and "Post-Payment-File" file and will ensure they are reported in ODS

DDS

DDO

DDS_PostPay

STF1231988500

DDSEDA874820

DFAS (Accounting)

DDSEDA874820
DDS_PostPay
STF1231988500

3 ODS will balance out all transactions (GFEBS and Legacy) and will ensure they are reported to the appropriate system

7 DCAS will update GFEBS with all GFEBS and TFO transactions from STANFINS

6 ODS will update DCAS with all GFEBS transactions

4 ODS will update STANFINS will all Legacy transactions to include TFOs intended for GFEBS

GFEBS
GENERAL FUND ENTERPRISE BUSINESS SYSTEM

DCAS

ODS

STANFINS (Legacy)

FO: Transaction for Others
DS: Operational Data Store
CAS: Defense Cash Accountability System

5 STANFINS will update DCAS with all GFEBS TFO data

Check on Learning

➢ **What GFEBS Roles are FTF Analysts authorized?**
Payment Processor
Payment Certifier
Release Blocked Invoice Processor

➢**If a FTF Analyst creates a Payment Proposal, can he Certify the payments within it? Why?**
No- An individual cannot Certify a Proposal he/she created because of GFEBS system constraints.

What is the overall responsibility of the 1ˢᵗ FTF Analyst?
To ensure only viable payments are made part of the "Payment Proposal" during its preparation.

➢ **What is the T-Code utilized to create a Payment Proposal?**
F110- Payment Proposal Creation

What is the overall responsibility of the 2ⁿᵈ FTF Analyst?
He is responsible for the in-depth review of all data processed in GFEBS to support a payment to a vendor, certify the payments in the "Payment Proposal" and forward it to Disbursing for payment.

What is the T-Code utilized to Certify Payments in GFEBS?
F110- Payment Proposal Certification

Check on Learning (Cont'd)

➤ **Blocking a document during certification will cause the invoice to be blocked "Permanently". Explain:**

True

False Blocking the Document will only exclude it from the Payment Run.

➤ **All Payments should be on a Run regardless of payment type and payment currency. Why?**

True

False It is recommend for different types to be on separate Payment Runs

t does this Icon signify when it is next to a document line in the Payment Pr 🟥 **g**

The proposed payment has errors and will not be on the run unless corrected.

➤ **What T-Code is utilized to Change the Status of a Payment Proposal?**

F110- Payment Proposal

➤ **This Payment Proposal has to be deleted in its entirety. How many steps will it take to accomplish this task and in what order?**

Status
3 🟩 Parameters have been entered
2 🟩 Payment proposal has been created
1 🟩 Payment run has been carried out

Check on Learning (Cont'd)

➤ **When is the initial "Clearing Number "assigned to a payment document in GFEBS? Once assigned, what is its purpose?**
Immediately after a GFEBS Payment Proposal has been Certified and the "Ready-to-Pay" file sent to Disbursing for payment (Disbursement in Transit). It precludes the payment documents from being included in another payment run.

➤ **When is the second "Clearing Number "assigned to a payment document in GFEBS? What is its purpose?**
When the "Post-Payment-File" file is brought into GFEBS after Payment by Disbursing.   It marks the payment as being made by Disbursing.

➤ **What is the purpose of the GEX System?**
For "Ready-to-Pay" and "Post-Payment" files to travel between DDS and GFEBS.

➤ **Which is the "Clearing" number series for a FTF payment that is "In-Transit" to Disbursing?**

2400 Series
2500 Series

FTF Analyst Reports

FTF Analyst Reports

   GFEBS is capable of producing Accounts Payables reports that are similar, equivalent, more in-depth and manageable than reports obtained through Legacy Systems (CAPS-C, CAPS-W). It is the responsibility of the FTF section to run reports when dictated by regulation and local policy or out of technical necessity. Accounts payable reports may be required to be run daily, weekly, monthly and/or quarterly; some of this reporting responsibility falls on the FTF Analysts and even the FTF Chief (to be covered later).

Examples of FTF Analyst Commercial Accounts reports include (will be covered in this class):

- Payment Warehouse report (ZPMT_WAREHOUSE)
- Federal Payment Settlement List (FMFG_E_ZFZALI00)

Payment Warehouse Report
(Unpaid items)

Payment Warehouse Report
(Unpaid items)

   This report allows the FTF Analyst to discern the status of Unpaid documents within a FTF Office's area of responsibility. The FTF Leadership must run this report to view all unpaid Invoices, have the appropriate personnel correct any errors prohibiting the item from being paid or having any missing documentation processed in order to pay the Vendor as soon as the Prompt Payment Act permits to avoid interest. The user has a variety of search options that will allow for the display of data based on those specific parameters.

   Here are some examples:

- Unpaid Items by "Funds Center"
- Unpaid Items by "Document Type"

Pmt. Warehouse Report Role-based capabilities

The following personnel will have the ability to generate the report covered in this module based on their assigned position and GFEBS Roles:

➢ ~~Chief of FTF (FMSU)~~

➢ ~~Senior FTF Analyst (FMSU)~~

➢ **Senior FTF Analyst (FMSD)**

➢ **FTF Analyst (FMSD)**

➢ **FTF Technician (FMSD)***

➢ ~~FTF Clerk (FMSD)~~

***Note:** Although the FTF Technician has the ability to generate this report, it is usually an FTF Analyst responsibility*

ZPMT_WAREHOUSE- Prompt Payment Analysis

SAP Easy Access - User menu for 0

| Menu | ◀ | ZPMT_WAREHOUSE | | Log off | System |

Enter

Note: only certain "Selection Criteria" will be covered here. The report may also be pulled utilizing, Document Type, Funds Center, etc.

Selection Criteria

Company Code	ARMY
Fiscal Year	**2008**
Payment Run Posting Date	04/15/2013
Next Payment Run Date	04/16/2013
Documents entered up to	04/14/2013
Business Area	ARMY
Funds Center	
Document Number	
Vendor	
Customer	
Document Type	RE
Payment Method Supplement	
Payment Office	
Currency Code	

1 — Enter the Fiscal Year
Note: For training purposes enter 2008.

2 — Do not adjust the dates. They are generated by the system to produce the latest data.

3 — Select the correct "Payment Method Supplement" and "Payment Office" for your location.

Location	**PMS**	**Pay Office**
Bagram	AF	08830
Kandahar	AG	08831
Kuwait	KQ	08748

Note: for training purposes leave blank

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

"List Output" layout of report

Click "Execute" after entering search criteria

4 Click "Execute"

Click "Views" to select a user-friendlier GFEBS report layout. **5**

Select "List Output" **6**

The user has the option to view this report as a "List" (easier to view the data in GFEBS) or download the report in "Excel" format which allows for data manipulation and search (preferred)

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

Obtaining "Totals" from the from the "List Output" format

Click "Back" to return to the previous screen

Single-Click the "Column Header" you need a "Total" for

Click "Total"

9

8

7

								Amount LC	Payable Am	Bline
EDS ARMAND TRUCKING CO						1900000000	2009	4,000.00	4,000.00	10/30/2
RAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	SHJ4001	1900000000	2010	55.00	55.00	10/19/2
RAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	SHJ4547	1900000000	2011	55.00	55.00	12/15/2
IGN UTILITY CONSOLIDATED REPORT	KR	C	ARMY	A2ABM	125485	1900000000	2012	10.00	10.00	10/15/2
GE CHAMBERS	KR	C	ARMY	A8AAC	500000349	1900000000	2013 X	15,000.00	0.00	03/10/2
DELTA ELECTRIC INC	KR	C	ARMY	A2ABM	34565	1900000001	2010	55.00	55.00	10/22/2
IGN UTILITY CONSOLIDATED REPORT	KR	C	ARMY	A2ABM	345CAT	1900000001	2012	10.00	10.00	10/21/2
AR PRECISION CO	KR	C		A2ABM	ASDASDF	1900000002	2009	10.00	10.00	12/30/2
RAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	SHJ4628	1900000002	2010	55.00	55.00	10/28/2
RAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	SHJ4511	1900000002	2011	55.00	55.00	12/20/2
IGN UTILITY CONSOLIDATED REPORT	KR	C	ARMY	A2ABM	4RT565S	1900000002	2012	10.00	10.00	10/27/2
ael o scott	KR	C	ARMY	A76VV	FMZ500000351	1900000002	2013 B	4,700.00	0.00	04/14/2
NOLOGY SERVICE CORP	KR	C		A2ABM	326SDFSF	1900000003	2009	10.00	10.00	12/30/2
RAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	123	1900000003	2010	55.00	55.00	12/09/2
RAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	R	1900000003	2011	55.00	55.00	12/20/2
IGN UTILITY CONSOLIDATED REPORT	KR	C	ARMY	A2ABM	NTH1203	1900000003	2012	150.00	150.00	11/05/2
INA GUTIERREZ	KR	C	ARMY	A76VV	FMZ500000356	1900000003	2013 B	3,999.00	0.00	04/14/2
IN CO	KR	C		A2ABM	JAKSELRUD	1900000004	2009	1,000.00	1,000.00	12/30/2

ℹ Sums have been calculated

Note the System Message

This is the "Total" for the selected column (Scroll down if needed)

1,317,179.65

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

Exporting the report in "Excel" Format

Click "Export" to format and download the report in "Excel"

1

Spreadsheet
Local File
Send
Office
ABC Analys.
HTML download

2 Select "Spreadsheet"

ARMY	0BNV5	AEROJET AUTO MIL PAQ DIV		34242342
ARMY	0ARG4	DACA MACHINE & TOOL CO., INC		2WAY
ARMY	DTS	DTS		0NZCO6
ARMY	DTS	DTS		0NZCO8
				TESTF110

Select Spreadsheet ☒

Formats:
- ◉ Excel (in MHTML Format)
- ○ Star Office 8 Calc/OpenOffice.rg 2.0
- ○ Select from All Available Formats

☐ Always Us

3 Ensure "Excel" is checked

✓ **4** Click "Continue"

Save In: Desktop ▼

- My Documents
- My Computer
- My Network Places
- DFAS VPN Connections
- DFAS Walkthroughs
- DISP
- Errors

- GFEBS Admin
- GFEBS Classes
- GFEBS generators
- Honduras tools
- K GFEBS Binary
- Personal
- T-Codes and Roles

- Theater GFEBS
- USAFINCOM OST

File Name: export.XLS

IL file nm. (*.MHT) ▼

NOTE: after saving the file, go to the location where you saved it and open to review

Change the File name if needed and click "Save"

5 Save Cancel

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

Report in Excel Format (after download)

Company Code	Vendor	Name 1	Document Type	Payment Method	Business Area	Funds Center	Reference	Document Number	Item	Fiscal Year	Payment Block	Amount in LC	Payable Amount
ARMY	00RG2	ALFREDS ARMAND TRUCKING CO	KR	C	ARMY	A2ABM	10005	1900000000	0	2009		4,000.00	4,000.00
ARMY	RMT078N2	GENERAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	SHJ4001	1900000000	0	2010		55.00	55.00
ARMY	PAAG9720US	ADELINA GUTIERREZ	KR	C	ARMY	A76VV	FMZ500000356	1900000003	0	2013	B	3,999.00	0.00
ARMY	RMT078N2	GENERAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	SHJ4547	1900000000	0	2011		55.00	55.00
ARMY	RMT3JDX5	FOREIGN UTILITY CONSOLIDATED REPORT	KR	C	ARMY	A2ABM	125485	1900000000	0	2012		10.00	10.00
ARMY	PAGC9876	GEORGE CHAMBERS	KR	C	ARMY	A8AAC	500000349	1900000000	0	2013	X	15,000.00	0.00

Vendor — Vendor's CAGE Code *(FTF Vendors only)*

Payment Block — Blocking Code (B, M, etc)

Name 1 — Vendor's name in GFEBS

Amount in LC — Amount in Local Currency

Document Type — The Document Type *(RE- manual process, MP activates Workflow, etc.)*

Payable Amount — Amount due the Vendor

Payment Method — Check or EFT

Reference — Vendor's Invoice Number

Document Number — GFEBS-generated Invoice Receipt (IR) Number

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

Baseline Payment Dte	PPA Due Date	Vendor Due Date	Terms of Payment	Days 1	Days 2	Days net	Discount Percent 1	Discount Percent 2	Disc/Penalty Amount	Document Date	Invoice receipt date	Posting Date
10/30/2008	10/31/2008	10/31/2008	Z030	1	0	0	0.000	0.000	0.00	10/1/2008	10/1/2008	10/1/2008
10/19/2009	11/13/2009	11/13/2009	Z030	25	0	0	0.000	0.000	0.00	10/19/2009	10/19/2009	10/19/2009
4/14/2013	4/14/2013	4/14/2013	Z001	0	0	0	0.000	0.000	0.00	4/14/2013	4/14/2013	4/14/2013
12/15/2010	1/14/2011	1/14/2011	Z030	30	0	0	0.000	0.000	0.00	12/15/2010	12/15/2010	12/15/2010
10/15/2011	11/14/2011	11/14/2011	Z030	30	0	0	0.000	0.000	0.00	10/15/2011	10/15/2011	10/20/2011
3/10/2013	3/10/2013	3/10/2013	Z001	0	0	0	0.000	0.000	0.00	3/10/2013	3/10/2013	4/11/2013

PPA Due Date Payment Due IAW PPA

Posting Date Date GFEBS posted the Invoice after input

Terms of Payment Payment Terms (NET 30, etc.)

Discount Percent 1 of discount offered *(if applicable)*

Disc/Penalty Amount nt of Interest due the Vendor

Document Date Invoice was processed in GFEBS

Invoice receipt date led in GFEBS as "Invoice Receipt"

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

G.Accept. Date	Const. Receipt	GR Date	Message text	Pmt meth. supplement	Payment Office	Currency	Procurement Instrument Id Number	Supplemental Procurement Instrument Id #	Contract Line Item #	Sub-line Item Number
				00		USD				
				00		USD				
			/Invoice is blocked for payment	00		USD				
				00		USD				
				00		USD				
			/Invoice is blocked for payment	00		USD				

G.Accept. Date — Goods acceptance date IAW DD 250

Currency — Invoice document currency

Const. Receipt — Constructive Accept. date

Procurement Instrument Id Number — Contract number (PIIN)

GR Date — Goods Receipt date

Supplemental Procurement Instrument Id # — Delivery order number or BPA

Message text — Invoice Text field input

Pmt meth. supplement — Code where Invoice was processed

Payment Office — Paying Office DoDAAC

60

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

Material Document	Purchase Order (Manual vs. System)	Goods Receipt / SES (Manual vs System)	Invoice Receipt Manual vs. System
			Manual Entry
			Manual Entry
			Manual Entry
			Manual Entry
			Manual Entry
			Manual Entry

Purchase Order (Manual vs. System) Manually input or Interfaced Purchase Order (from SPS)

Goods Receipt / SES (Manual vs System) Manually input or Interfaced Goods Receipt (from WAAF)

Invoice Receipt Manual vs. System Manually input or Interfaced Invoice (from WAAF)

Federal Payment Settlement List
(Paid items)

Federal Payment Settlement List (Paid items)

This report allows the FTF Analyst to review the payments made by their specific area of responsibility. The data produced by this report will also display "Payment Run" information for the specific paid items, payment methods, Clearing documents issued during Payment Certification, etc.

This tool will grant FTF visibility of which payments have been processed at their location based on the search criteria provided by the user. Here are some examples of search options"

- Paid Items by "Payment Run" dates
- Paid Items by "Payment Run" identification numbers

Federal Payment Report Role-based capabilities

The following personnel will have the ability to generate the report covered in this module based on their assigned position and GFEBS Roles:

> ~~Chief of FTF (FMSU)~~
> **Senior FTF Analyst (FMSU)**
> **Senior FTF Analyst (FMSD)**
> **FTF Analyst (FMSD)**
> ~~FTF Technician (FMSD)~~
> ~~FTF Clerk (FMSD)~~

FMFG_E_ZFZALI00- Federal Pmt. Settlement List

SAP Easy Access - User menu for

Menu | ◀ | **FMFG_E_ZFZALI00** | Log off | System

Enter

Click "Execute"

3 Execute | Pr

Payment Run Date **09/01/2008** to **09/30/2008** ← **1**

Identification **EFT01**

--- or ---

Pay

Co

If the user desires to obtain more "Specific" results, these options are available to accomplish that task

Sending company code

2

Further Selection

Payment Method

Agency Location Code

Payment Office

Accounting Clerk

Business Area

House Bank

Vendor Number

Customer Number

Customer Reference Number

ALV Display Variant

Multiple Selection for Identifica

Select Single Values | Sele

...	Singl...	
	EFT01	
	EFT02	
	EFT03	

The user may enter a specific timeframe (month, quarter, etc.) for "Payment Runs" **OR** may enter a single **OR** multiple "Payment Run" identification numbers (i.e., EFT01) to view

Click "Copy" after utilizing this option

Note: For the purposes of training, enter only the "Payment Run Date" timeframe of **09/01/2008** to **09/30/2008** *(the month of September 2008)*
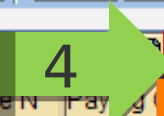
FMFG_E_ZFZALI00- Federal Pmt. Settlement List (Cont'd)
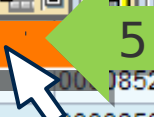
Obtaining "Totals" from the from the "List Output" format

Federal Payment Settlement List

Menu | ◀ | [   ] | Back | Exit | Cancel | System |

Note: this report may also be Exported to Excel
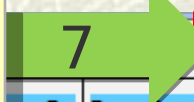
Click "Views" to select a more user-friendly GFEBS report layout
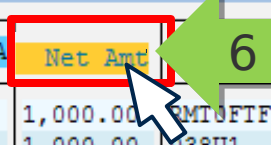
4 → List Output ← 5
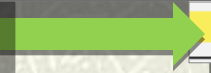
Select "List Output"

	e N	Pay g			ent Me	Clear	
		ARMY	ARMY	00 8522		0500000051	09/02/2008	09/02/2008
		ARMY	ARMY	00008522		0500000052	09/02/2008	09/02/2008
		ARMY	ARMY	00008522	21001	C	0500000053	09/02/2008	09/02/2008
09/02/2008	DCAS1	ARMY	ARMY	00008522	21001	C	0500000054	09/02/2008	09/02/2008
09/03/2008	CY01	ARMY	ARMY	00008522	21001	C	0500000055	09/03/2008	09/03/2008

Click "Total"

7 → Total | Spreadsheet... | Local file... | Mail recipient | ABC Analysis | Change layout... | More...

Click on the Column Header you wish to total

6

: Of	Payment Me	Clearing D	Posting Da	Due Date	Gross Amt	Disc/Pen A	Net Amt		
C		500000051	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00	RMT0FTF6	
C		500000052	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00	038U1	ORIGINAL ENTE...ED PRODUCTS INC
C		500000053	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00	038U2	TELSTAR COMMUNICATIONS
C		500000054	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00	038U6	BARRY'S BATTERY WAREHOUSE
C		500000055	09/03/2008	09/03/2008	100.00	0.00	100.00	038U9	ALTERNATIVE COMPUTER TECHNOLOGY I
							4,100.00		

This is the "Total" for the selected column

FMFG_E_ZFZALI00- Federal Pmt. Settlement List (Cont'd)

Payment Ru	Payment Ru	Schedule N	Paying Com	Sending Co	Agency Loc	Payment Of	Payment Me	Clearing D	Posting Da	Due Date	Gross Amt	Disc/Pen A	Net Amt
09/02/2008	CY01		ARMY	ARMY	00008522	21001	C	500000051	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00
09/02/2008	DCAS1		ARMY	ARMY	00008522	21001	C	500000052	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00
09/02/2008	DCAS1		ARMY	ARMY	00008522	21001	C	500000053	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00
09/02/2008	DCAS1		ARMY	ARMY	00008522	21001	C	500000054	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00
09/03/2008	CY01		ARMY	ARMY	00008522	21001	C	500000055	09/03/2008	09/03/2008	100.00	0.00	100.00

Payment Ru — Payment Run Date

Payment Ru — Payment Run Identification Number

Payment Of — Fiscal Station Number

Payment Me — Payment Method (EFT, Check)

Clearing D — Invoice Clearing number

Posting Da — Date document posted to GFEBS

Due Date — Payment due IAW PPA

Gross Amt — Total amount prior to discounts

Disc/Pen A — Discount when applicable

Net Am — Amount paid to the Vendor

FMFG_E_ZFZALI00- Federal Pmt. Settlement List (Cont'd)

Vendor Num	Vendor Name	Cleared Do	Cleared Do	Vendor Ref
RMT0FTF6	UNITED WAY OF AMERICA	5105600268	2	RE4502000218
038U1	ORIGINAL ENGINEERED PRODUCTS INC	5105600272	2	RE4502000224
038U2	TELSTAR COMMUNICATIONS	5105600273	2	RE4502000225
038U6	BARRY'S BATTERY WAREHOUSE	5105600271	2	RE4502000223
038U9	ALTERNATIVE COMPUTER TECHNOLOGY INC	5105600274	2	RE4502000228

`Vendor Num` CAGE Code (FTF Vendors only)

`Vendor Name` ame of Vendor in GFEBS

`Cleared Do` Invoice document number

`Vendor Ref` Vendor Reference- Document Type (RE) and Purchase Order number (4502000218)

Penalty Reason Codes Report

Penalty Reason Codes Report

This report or "Tool", allows the user to assign "Reason Codes" to documents bearing interest due to a late payment to a vendor. This action will allow FTF Leadership to analyze trends and possibly implement controls to ensure interest is avoided regardless of reason, cause or responsible party. It may also be used to determine how much interest was paid for a particular time period. Below are some examples of reasons that may cause Interest to be paid to a vendor:

- ➤ Invoice Received Late in the Paying Office *(Contracting)*
- ➤ Failure to notify Vendor of Improper Invoice *(FTF)*
- ➤ Payment Certification Delay *(FTF)*

Penalty Reason Report Role-based capabilities

The following personnel will have the ability to generate the report covered in this module based on their assigned position and GFEBS Roles:

> ~~**Chief of FTF (FMSU)**~~

> ~~**Senior FTF Analyst (FMSU)**~~

> **Senior FTF Analyst (FMSD)**

> **FTF Analyst (FMSD)**

> **FTF Technician (FMSD)***

> ~~**FTF Clerk (FMSD)**~~

Note: *Although the FTF Technician has the ability to generate this report, it is usually an FTF Analyst responsibility*

FMRC- Penalty Reason Codes Report

SAP Easy Access - User menu for (

| Menu | | FMRC | | Log off | System |

Penalty Reason Codes Report in ALV

| Menu | | | Save as Variant... | Ba...

Enter

Click "Execute" or press Enter"

4 → Execute

Enter a single Vendor, multiple Vendors or leave blank to view interest paid for all on a certain period *(based on preference and need)*

Document Selection

Company Code	ARMY	to
Vendor		to
Document Number		to
Business Area		to

← 1

☑ Cleared Documents

Clearing Date **01/01/2008** to **12/01/2008**

☐ Uncleared Documents

← 2

Select Cleared or Uncleared documents then enter the time period the user would like to display and view

Further Selection

◉ Documents Without Reason Codes

◯ Documents With Reason Codes

New Penalty Reason Code [ ]

← 3

Select Document With or Without Reason Codes.
- If "Without Reason Codes" is selected, the user may update each reported line with it's applicable code
- If "With Reason Codes" is selected, the user may leave the "New Penalty Reason Code" field blank to view all transactions or may enter an individual Code to view only transactions with

FMRC- Penalty Reason Codes Report (Cont'd)

Updating an Interest Penalty Report "Without Reason Codes "

Save				Sort in Ascending Order	Sort in descending order	Set filter	Total

7 — After individually updating each line, Click "Save"

Penalty reason

Co...	Vendor	Clearing	Clrng doc		Document...	Itm	BusA	Amount in LC	Penalty chge LC	Existing R	New Reason
ARM	04JX5	08/04/2008	500000041	2008	5105600133	2		20,000.00	8.54		**D2**
ARMY	0W4H8	08/21/2008	2000000152	2008	1700000017	1	ARMY	5.00	0.00		
ARMY	0W4H8	08/21/2008	2000000152	2008	5105						
ARMY	1UG14	08/21/2008	2000000153	2008	5105						
ARMY	3CQY8UAT	07/29/2008	2000000001	2008	1900						

5

Click in the "New Reason" field for an individual line then Click on the Icon next to the field. *(you may enter the code if known)*

Note: this report may also be Exported to ~~Local file...~~

Reason for late payment (1)

‡ LR Penalty reason code text

D1	Discount Offered Not Cost Effective
D2	Invoice Received late in Paying Office
D3	Certification Delay
D4	Delay caused by ADP problems
D5	Failure to Notify Vendor of Improper Invoice
	tion Delay
	Obtaining Cont
	Reasons
	Obtaining Invoi
	taken in Error
	und

6

A code that clearly documents how the interest was accrued must be selected

Confirmation message

Reason codes will be written to database
Confirm

| Yes | **8** | Click "Yes" | ~~cancel~~ |

i Reason code(s) successfully saved/updated

System Message after saving

73

FMRC- Penalty Reason Codes Report (Cont'd)

Viewing the total interest for a list of Interest Payments

Click the Header of the Column the user wishes to see a Total for *(generally the "Penalty Charges LC "column)*

9

10

Click "Total"

Total of interest accrued for all the transactions displayed

To conduct further research, the user may click on the document numbers to determine how the interest was accrued

Interest (Posting Key of "40")

Additional GFEBS Reports Options and Tips

Generating Reports in the "Background"

Generating Reports in the Background

GFEBS has the ability to run reports in the "Background." This function allows the users to continue to perform their daily processes and duties without having to wait for the report to be consolidated, formatted and released by the system.

Some reports may be extremely lengthy and may take more than an hour to be prepared and produced by GFEBS. The wait time may cause the user to be timed out of the system. Running reports in the "Background" alleviates this hindrance.

Generating reports in the "Background"

SAP Easy Access - User menu for

| Menu | ◀ ◀ | ZPMT_WAREHOUSE | | Log off | System |

Enter ←

GFEBS Payment Warehouse Report

| Menu | ◀ ◀ | | | Save as Variant... | Back | Exit | Cancel | System |

Program	▶	Execute	F8
Ed...	▶	Execute and Print	Ctrl+P
G...	▶	Execute in Background	F9
Sy...	▶		
H...	▶	Exit	Shift+F3
Us...			
SA... UI for HTML Options	▶		

Date 04/16/2013

1

Enter the desired "Criteria" for the report

Payment Run Date 04/...

...uments entered up to 04/...

...iness Area ARM...

2

Click "Menu" then "Program" and select "Execute in Background"

Background Print Parameters ⊠

Output Device	SAPGUI	Printer for WIN GUI frontend printing
Number of copies	1	

Number of pages
- ● Print all
- ○ Print from page [0] To [0]

✔ Properties ✖ ℹ

78

Generating reports in the "Background" (Cont'd)

Background Print Parameters

Output Device: SAPGUI — Printer for WIN GUI frontend printing

Copies: 1

Click "Continue"

Print all
Print from page

3

Properties

System Message confirming the job has been initiated

Start Time

Immediate

4

Date/Time
☑ Immediate start

After job

Click "Immediate" to initiate the report now. Notice the checked "Immediate Start" entry ☑ Immediate start
Note: *this report may be scheduled to run at a established date and time*

Click "Save"

After eve

5

Check 🖫 ✕

ℹ Background job was scheduled for program ZRFFMFG_WAREHOUSE

SM37- Simple Job Selection (Job retrieval)

Retrieving and downloading the requested GFEBS Report

SAP Easy Access - User menu for

Menu | SM37 | Log off | System

Enter

Simple Job Selection

Menu | Ba

Job name

User nam

Click "Execute"

1 → Execute | Extende

Menu | ► | Back | Exit | Cancel | System | Refresh | Release | Stop Activ

Click "Spool"

3 → Spool | Job Log

Job sta

Job overview from: 04/16/2013 at: : :

☐ Sc

to: 04/16/2013 at: : :

Selected job names: *

Selected user names: 1187947444

Job sta

☐ Scheduled ☑ Released ☑ Ready ☑ Active ☑ Finished ☑ Canceled

Click the checkmark ent ID:

Current Running time to produce report

or after

2

Job	Spool	Job Doc	Job CreatedB	Status	Start date	Start time	Duration(sec.)	Delay (sec.)
☑ ZRFFMFG_WAREHOUSE	🖨		1187947444	Finishe	04/16/2013	12:28:28	2	0
*Summary							2	0

Job ste

ABAP p

Report requestor EDIPI number

Most current status of the report request

SM37- Simple Job Selection (Job retrieval) (Cont'd)

Output Controller: List of Spool Requests

Menu | ▶ | Back | Exit | Cancel | System | | Refresh | Print directly | Print with chang... |

Click "Display Contents"

5 ➡ Display contents

Spool no.	Type	Date	Time	Status	Pages	Title
☑ 20398	📇	04/				

4

Place a check next to the "Spool No."

Graphical display of spool request 20398 in system TED

Menu | ▶ | Back | Exit | Cancel | System 📇 | | Refresh | Print directly | Print with changed parameters... | Delete |

Prompt Payment Analysis – Extract and Changes

CoCd	Vendor	Name 1	Type	PM	BusA	Funds Ctr	Reference	Doc
ARMY	0BNV9	AEROPARTS MILPAQ DIV	KR	C		A2ABM	34242342	190
ARMY	0ARG4	DACA MACHINE & TOOL CO., INC.DACA M	KR	C		A2ABM	2WAY	190
ARMY	DTS	DTS	KR	C		A2ABM	0NZCO6	190
ARMY	DTS	DTS	KR	C		A2ABM	0NZCO8	190
ARMY	09FE9	DAVE CONSTRUCTION ASSOCIATES, INC.	KR	C		A2ABM	TESTF110	190
ARMY	7G720	LMP CO	KR	C		A2ABM	B22241	190
ARMY	DTS	DTS	KR	C		A2ABM	DWNPYMT	190
ARMY	DTS	DTS	KR	C	ARMY	A2ABM	DWNPYMT	190
ARMY	DTS	DTS	KR	C		A60FL	0NZCO8	190
ARMY	0001U	ARSENAL JSC	KR	C		A2ABM	12345	190
ARMY	3CYQ8	WATERTECH, INC	KR			A2ABM	123	190
ARMY	0W4H8	BANK OF AMERICA	KR			A2ABM	HELLO	190
ARMY	ALJ55	ABAP CONSTRUCTION GROUP LLC	KR	T		A2ABM	TO6571	190
ARMY	ALJ55	ABAP CONSTRUCTION GROUP LLC	KR	T	ARMY	A2ABM	TO6571	190
ARMY	ALJ56	Jane Smith	KR	T		A2ABM	TO6571	190
ARMY	ALJ56	Jane Smith	KR	T	ARMY	A2ABM	TO6571	190
ARMY	3956	NORTHROP GRUMMAN SYSTEMS CORPORATIO	KR	D		A2ABM	F110.017 TEST 3037	190
ARMY	3956	NORTHROP GRUMMAN SYSTEMS CORPORATIO	KR	C		A2ABM	F110.017 TEST	190

SM37- Simple Job Selection (Job retrieval) (Cont'd)

Exporting the report to Excel

Graphical display of spool request 20398 in system *TED*

| Menu | ▶ | Back | Exit | Cancel | System | Refresh | Print directly | Print with changed parameters... | Delete | Output reques... |

Prompt Payment Analysis - Extract and Changes

CoCd	Vendor	Name 1	Type	PM	Bus...	Funds Ctr	Reference	DocumentNo	Item	Year	PBk	Amount IC	Taxable Am	Bl...
ARMY	0BNV9	AEROPARTS MILPAQ DIV						00000000						
ARMY	0ARG4	DACA MACHINE & TOOL CO., INC.DACA						00000013						
ARMY	DTS	DTS						00000019						

Click "More..."

6 → More...

Save list in file...

In which format should the list be saved?

- ○ unconverted
- ⦿ Spreadsheet
- ○ Rich text format
- ○ HTML Format
- ○ In the clipboard

Select "Spreadsheet"

8 →

Click "Continue"

9 → ✓ ✗

Refresh	
Print directly	Shift+F5
Print with changed parameters..	Shift+F1
Delete	Shift+F2
Output requests	
Display contents	
Request attributes	
Overview	
Previous request	
Next Request	
Settings...	Ctrl+Shift+F10
Graphical	
Graphic Without Structure Information	
Raw	
Hex	
Save to local file...	

Click "Save to Local File..."

7 ←

Graphical display of spool request 20398 in system TED

Directory	C:\Documents and Settings\carlos_arguello\SapWorkDir\
File Name	.XLS
Encoding	

| Generate | Replace | Extend | ✗ |

SM37- Simple Job Selection (Job retrieval) (Cont'd)

Graphical display of spool request 20398 in system TED

Directory: C:\Documents and Settings\carlos_arguello\SapWorkD

File Name: .XLS

Encoding:

Generate | Replace | Extend | ✖

10 The user may select a specific location for the file

13 Click "Generate" and verify the file was saved

Report.XLS

14 Open and review the Report

Save In: 🗁 Desktop

📁 My Documents
📁 My Computer
📁 My Network Places
📁 DFAS VPN Connections
📁 DFAS Walkthroughs

File Name: .XLS

Files of Type: EXCEL Files (*.XLS)

Save

11 Name the file

12 Click "Save"

	A	B	C	...	N	O
		ent Analysis - Extract a				
		ndor	Name 1		Amount LC	Payable A
4						
5	ARMY	0BNV9	AEROPARTS M		23	22.54
6	ARMY	0ARG4	DACA MACHIN		100	100
7	ARMY	DTS	DTS		500	500
8	ARMY	DTS	DTS		500	500
9	ARMY	09FE9	DAVE CONSTR		1,000.00	1,000.00
10	ARMY	7G720	LMP CO		11,000.00	11,000.00
11	ARMY	DTS	DTS			800
12	ARMY	DTS	DTS			-600
13	ARMY	DTS	DTS			500
14	ARMY	0001U	ARSENAL JSC	KR	C	A2ABM	12345	1900000215	2008	300	300
15	ARMY	3CYQ8	WATERTECH, INC	KR		A2ABM	123	1900000241	2008 U	1,000.00	
16	ARMY	0W4H8	BANK OF AMERICA	KR		A2ABM	HELLO	1900000253	2008	100	
17	ARMY	ALJ55	ABAP CONSTRUCTION GROUP LLC	KR	T	A2ABM	TO6571	1900000255	2008	1,000.30	1,000.00
18	ARMY	ALJ55	ABAP CONSTRUCTION GROUP LLC	KR	T	ARMY A2ABM	TO6571	1900000255	2008	-700	-700

Changing a Report Layout

Changing a Report Layout

   GFEBS allows the user the ability to add or remove displayed data elements from most reports. Some users may consider the default report data sufficient, others may require additional data to be displayed and lastly, some may not find use for some of the data elements in a particular layout. Adding or removing displayed data allows for the customization of the reports by requesting and displaying what the individual users deem as crucial elements.

   The use of this option is based on the user generating the report, FTF office data retrieval needs or overall reporting requirements. Once the changes are made, the requestor's GFEBS User Profile may be permanently updated with the

Changing a Report "Layout"

SAP Easy Access - User menu for C

| Menu | ◄ | FMFG_E_ZFZALI00 | | Log off | System |

Enter

Note: this report is an example only. These actions can be executed for most GFEBS reports

Federal Payment Settlement List

| Menu | ◄ | | | Save as Variant... | Back | Exit | Cancel | System | | Execute |

Enter the desired report criteria

1

Payment ... 09/01/2008 to 09/30/2008

Identification

--- or ---

Payment Schedule N...

to

Click "Views" to select a user-friendlier GFEBS report layout.

3

4

Select "List Output"

List Output

86

Changing a Report "Layout" (Cont'd)

Click "Change Layout"

5

| Sort in descending order | Set filter | Total | Spreadsheet... | | | Change layout... | More... |

Clearing D	Posting Da	Due Date	Gross Amt	Disc/Pen		Vendor Num	Vendor Name
500000051	09/02/20					PYT...	UNITED WAY OF AMERICA
500000052	09/02/20						CERED PRODUCTS INC
500000053	09/02/20						ICATIONS
500000054	09/02/20						Y WAREHOUSE
500000055	09/03/20						MPUTER TECHNOLOGY I

Change Layout

Line 1 | Line 2 | Line 3

Line 1

Column content	Pos.	Len...	
Payment Run Date	1	10	
Payment Run ID	2	10	
Schedule Number	3	10	
Paying Company Code	4	10	
Sending Company Code	5	10	
Agency Location Code	6	10	
Payment Office	7	10	
Payment Method	8	10	
Clearing Document Numbe	9	10	
Posting Date	10	10	
Due Date	11	10	
Gross Amt	12	9	

Line width   235

List width   235

✓ Copy 🔄 ✂ 🔧 ❌

Hidden fields

Col. content	Lngth
Accounting Clerk	10
Business Area	10
House Bank	10
Customer Number	10
Customer Name	10
Company Code	10
Fiscal Year	10
Currency	8
Paying Company Name	10
Sending Company Name	10
Street	10
PO Box	1

Fields currently displayed in the report

Fields available but not currently displayed in the report (hidden)

Changing a Report "Layout" (Cont'd)

Adding additional "Fields" to a Report

Single-click on the field where the user needs to insert the additional data (Click the Grey box to the left of the column description)

Click the single Arrow pointing "Left" ◀ to transfer the hidden field

Click on the field the user needs displayed in the report (may select multiple items)

The selected field is now inserted where the user selected; the data will now be displayed in the report

Click "Copy"

Changing a Report "Layout" (Cont'd)

Saving the Report "Layout"

Click "More"

1

The added field is now part of the report. As this point the user may utilize the report and discard the changes when finished or Save the new "Layout" for future use.

Menu

Accounting	Pay

Details
Sort in Ascending Order
Sort in descending order
Set filter
Total
Spreadsh
Local file...
Mail recipient
ABC Analysis
Change layout..
Save layout...
Save layout...
List status...

Select "Save layout"

2

		Net Amt	Vend
		1,000.00	RMT0
		1,000.00	038U
09/02/2008	DCAS1	02/200	future use	1,000.00	0.00	1,000.00	038U
09/02/2008	DCAS1	02/2008	09/02/2008	1,000.00	0.00	1,000.00	038U
09/03/2008	CY01	03/2008	09/03/2008	100.00	0.00	100.00	038U

Layout: Save as...

Layout	**ACCT CLERK** ☑ User-specific
Description	**Display Accounting Clerk Data**

3

Click "save"

✔ Save

4

Enter a "Name" and brief "Description" of the new Layout for Future reference and utilization.
Note: *the "User Specific" checkmark indicates this new user layout is only*

89

Changing a Report "Layout" (Cont'd)

Utilizing the Saved Report "Layout"

After retrieving a desired report, Click "More"

1

Click "Select layout" *(this option will only be displayed if a "Layout" is saved and available to the current user)*

2

3

Single-Click on the saved Layout you wish to utilize
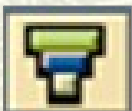
Report shortcuts and keys

Report Shortcuts and Keys

Allows the user to view all details for a particular line (a specific line must be selected)

Allows the user to sort the report data in "Descending order" (A to Z) (must select a particular "Column")

Allows the user to sort the report data in "Ascending order" (Z to A) (must select a particular 'Column"

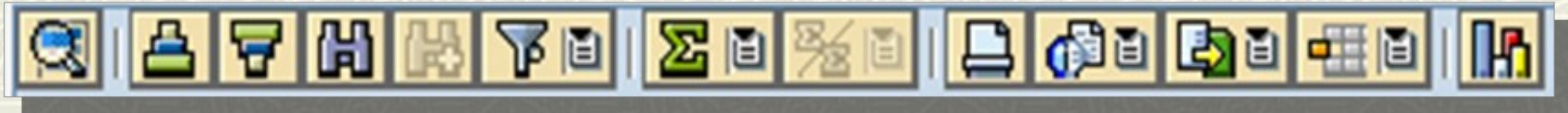Allows the user to "Search" for a specific item within the report (Name, amount, etc.)

Allows the user to set a "Filter" for the data (must determine what items to filter the data with)

Allows the user to "Total" the data and to determine "Mean", "Minimum and
"Maximum" values (must

Report Shortcuts and Keys

Allows the user to "Print" the report

Allows the user to select a specific "View"

Allows the user to Export the data to Excel format, HTML Format or Sent it to another GFEBS user within the system

Allows the user to select a pre-established report Layout (must be already saved under the particular report module)

Allows the user to develop a "Graphic" display of the specific report

Check on Learning

ch of these reports can be used to determine what Invoices have been paid?

- ➢ ZPMT_WAREHOUSE
- ➢ FMFG_E-ZFZALI00
- ➢ FMRC

ch of these reports can be used to determine what Invoices have NOT been paid

- ➢ ZPMT_WAREHOUSE
- ➢ FMFG_E-ZFZALI00
- ➢ FMRC

- ➢**A report you are generating is taking too long to process. What option does GFEBS offer that allows you to generate the report and continue your**
  Generate reports in the "Background"

ser needs to add or remove Data (Items) for a particular report, what must the u

Change the report "Layout"

What is the use of this "report Button"?

Search for a particular item within the report (Amount, Vendor name, etc.)

What is the use of this "report Button"?

Download the report in Excel Format (and other formats)

What is the use of this "report Button"?

Displays all the details of a selected transaction.

GFEBS useful Links

GFEBS Home Page

http://www.gfebs.army.mil/

Army Knowledge Online (AKO)

https://www.us.army.mil

milWIKI

https://www.milsuite.mil/login/Login?goto=https%3A%2F
%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3AGFEBS

tment of Defense Financial Management Regulation (DoDFMR)

http://comptroller.defense.gov/fmr/

DFAS-IN 37-100

http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200

USAFMCOM OST Training materials

http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500

QUESTIONS
?

GFEBS

GENERAL FUND ENTERPRISE BUSINESS SYSTEM